

DDA

ODP 1971-77  
16 September 1977

MEMORANDUM FOR: Chief, Budget Staff, DDA

FROM : [REDACTED]  
Acting Director of Data Processing

SUBJECT : Funding Requirements - FY 1977 and FY 1978

REFERENCES : a. Your Memo (DDA 77-4990), dtd 9 Sept. 1977, Same Subject  
b. Memo fm Comptroller (77-1328), dtd 9 Sept. 1977, Same Subject

1. Your memorandum requested our FY 1978 unfunded requirements and our lowest priority non-personnel service items totaling \$200,000.

2. We cannot identify either hard or other unfunded requirements for FY 1978 at this time.

3. The attached list contains the lowest priority items totaling \$200,000 in FY 1978. These items are listed in order of priority, with the items most important to be retained listed first and the least important listed last.

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Att: a/s

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16 September 1977

Lowest Priority Items Totaling \$200,000 in the ODP FY 1978 Budget

<u>Item No.</u>	<u>Description</u>	<u>Resource Package</u>	<u>Amount (\$ Thous.)</u>	<u>Impact</u>
1	Five Computer Terminals	Engineering	20	Procurement of five terminals would have to be delayed until FY 1979. Since terminals procured at the beginning of a fiscal year require a longer delivery period, these terminal installations would be delayed from three to six months.
2	Three Thousand Magnetic Tapes	Processing Management and Operations	30	Magnetic tapes are usually ordered in the fourth quarter for delivery by the first quarter in the next fiscal year. By delaying this procurement until the next fiscal year, users would experience delays in job turnaround because fewer tapes would be available.
3	Contractual Service	Systems Programming	60	Quality assurance supporting batch and interactive software systems would be decreased by one man year. This represents a 15 percent reduction. The stability of computer services could be affected which could result in a decrease in computer system availability and reliability.

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<u>Item No.</u>	<u>Description</u>	<u>Resource Package</u>	<u>Amount</u> <u>(\$ Thous.)</u>	<u>Impact</u>
4	Disk Packs	Processing Management and Operations	30	Disk Pack procurement would be delayed. Performance could be affected by more data checks and head crashes resulting from the use of marginal disk packs. Fewer new packs would be available for replacements for damaged packs and new requirements.
5	Site Preparation	Processing Management and Operations	60	This is the total funds planned for the raised flooring and air conditioning required for stand alone, data base minicomputer systems to be installed on users' premises. These installations would have to be delayed until FY 1979 or funded by the users.

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DD/A 77-4990

ODP # 1807-77

8 September 1977

MEMORANDUM FOR: Director of Data Processing

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FROM :   
DDA Budget Staff

SUBJECT : Funding Requirements - FY 1977 and FY 1978

REFERENCE : Memo frm Comptroller (77-1328) dtd 6 Sept 1977;  
same subj. (A/IUO)

1. (A/IUO) Reference, attached, requested certain information from the Directorate on FY 1977 and FY 1978 funding requirements.

2. (A/IUO) We have responded, or are able to respond, to the Comptroller on most of their requirements; however, we need the following from you:

a. FY 1978 Unfunded Requirements - identify in two categories--hard and other. Refer to reference, paragraph 4(a) and 4(b).

b. Identification of your FY 1978 lowest priority non-personal services items totaling \$200,000 funds for which could be used to cover Agency/Directorate unfunded requirements. These items should be listed in order of priority, with the activities most important to retain listed first and the least important last.

3. (A/IUO) We will need your submissions by COB 16 September 1977.

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Att.

6 SEP 1977

MEMORANDUM FOR: Administrative Officer/DCI  
Deputy Director for Administration  
Deputy Director for Intelligence  
Deputy Director for Operations  
Deputy Director for Science and Technology

SUBJECT : Funding Requirements - FY 1977 and FY 1978

1.(A/IUO) At the Comptroller Meeting on 19 August, approval was granted for each of the Directorates to apply savings/surpluses in FY 1977 funds to fund unfunded requirements that had been identified at that time, with the understanding that we would look at the situation again in September. We will need current information for the September review.

2.(A/IUO) By noon on 12 September, we will need:

- a. final estimates of savings/surpluses for both personal and non-personal services funds,
- b. current status of commitments, and
- c. remaining unfunded requirements that could still be funded before 30 September if funds were available.

3.(A/IUO) Last fall, at the beginning of FY 1977, we took action to fund unfunded requirements before operating plans for the year were put fully into effect. We believe that action relieved significantly the problem of dealing with unfunded requirements during the year, and eased the year-end funding problems confronting us now. We propose to take the same approach this year at the beginning of FY 1978.

4.(A/IUO) If you have not already done so, you are requested to identify requirements for new positions that have developed since the Program Review and that have not been satisfied in your FY 1978 Operating Plan as it is reflected in the FY 1978 column of your FY 1979 OMB Budget. In addition, you are requested to identify unfunded requirements in two categories:

- a. Hard Requirements - bills that must be paid, such as public utilities, guard services, etc.; relocation of an installation required by political unrest, natural disaster, expiration

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of a lease, etc.; other actions where the option not to do them exists but is not viable - such as renovation of space to meet reorganization requirements, [REDACTED]

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- b. Other Requirements - anything that doesn't fit in one of the categories described in a. above; those actions where the option not to do them clearly exists and is viable.

5.(A/IUO) We will deal only with "hard" unfunded requirements for FY 1978 now. "Other" requirements will be dealt with from month to month as we go through the year, but only after we have satisfied all "hard" requirements that we may choose not to fund now, or that may develop after we have funded all hard requirements now known. Funds to fund unfundeds will be taken from:

- a. funds budgeted, but in excess of needs;
- b. funds available as a result of program deferrals and terminations;
- c. funds available as a result of sacrificing lower priority items;
- d. pro rata shares of non-personal services funds assessed against components, or
- e. the Reserve for Contingencies.

6.(A/IUO) In addition to identifying your unfunded requirements, you are requested to identify sources of funds in categories a, b, and c above sufficient to fund all of your requirements, hard and other. Funds and requirements will be treated in an Agency context, although directorates probably will be requested to fund their own requirements to the maximum extent possible. If funds identified are insufficient to meet all requirements, directorates will be assessed a pro rata share of the difference, taking into full account amounts and sources identified as potentially available; Directorates identifying the most will be assessed the least.

7.(A/IUO) Information requested in paragraphs 4 - 6 above should be submitted to this office by close of business 21-September 1977.

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[REDACTED]  
James H. Taylor  
Comptroller

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ODP STAFF SUMMARY SHEET

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SUBJECT:

Funding Requirements - FY 1977 and FY 1978

PURPOSE OF ACTION:

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ACTION OFFICER (Incl. Title)

REFERENCES:

RESOURCE PACKAGE & COSTS (If applicable):

This paper is for your:

Component/ Officer	Information/ Comment	Concurrence	Approval/ Signature	Initials	Date
AC/MS			✓	me	4/16
EXO			✓	LS	6/1
AD/ODP			✓		

DISCUSSION:

1. This response on FY 1978 unfunded requirements is due in the DDA by COB today. These items were jointly identified by Processing and myself. The priorities were assigned by Processing.
2. This will be used as part of the \$1,000K DDA has requested to meet hard DDA unfunded requirement and the DDA pro rata share of other unfunded requirements. Last year we were cut \$275K without having a chance to first identify our low priority items.
3. I believe we will only lose our last two items.

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Signature of Action Officer

Date

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